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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

3 November 1952

1. Mr. Wolf opened the meeting with a brief discussion of the problems of personnel ceilings. He has discussed them with the Bureau of the Budget and the Director and hopes to have some determinations by early next week for the Director and will advise the DD/A Offices at the following meeting.
2. Mr. Wolf and Colonel White both commented briefly on the problem of elimination of undesirable employees, pointing out that the Director in an Assistant Directors Meeting had commented that one value of the Career Program in addition to that of getting good people in was to get poor people out of the Agency. It was made very clear that it was not a simple matter merely of using the Director's PL 110 authority, but that the operating offices finding people not suited for their use must be prepared to take a firm stand and provide Personnel with sufficient evidence to take appropriate separation action whenever Personnel cannot find satisfactory reassignments for those who are released. There is no doubt that the Director would want the individuals to be afforded proper hearings within the Agency before separation action is taken either through the usual Government procedures or by exercise of PL 110 authority.
3. Colonel White introduced [redacted] who will be representing the Assistant Director for Communications at the DD/A Staff Meetings.
4. Colonel White discussed the matter of the time involved in processing T/O requests and revisions, with particular emphasis on the large volume resulting from the DD/P reorganization. He directed that with sufficient copies available the various administrative offices involved should make a first review within 48 hours. At the end of that time a meeting should be held, with General Morris presiding, of all those offices concerned to arrive at a tentative T/O which would be approved subject to later detailed review.
5. [redacted] Management Training Division, Office of Training, spoke briefly on the Human Resources Program, describing its present plans for improving supervision throughout the Agency. He pointed out that supervision covered everyone from the first-line supervisor up to the Director.
6. Dr. Tietjen reminded the group that the Annual Physical Examination Program was being carried on and hoped that all present would encourage full participation as being highly desirable in the best interest of the health of the employees of the Agency.

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